



Wyoming Department of Education

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MEMORANDUM NO. 2012-161

TO: School District Superintendents

FROM: Shelly Andrews, Education Program Consultant
Standards, Learning, and Accountability Division

DATE: November 19, 2012

SUBJECT: Request for Steering Committee Nominations

Participation Requested

The Wyoming Department of Education (WDE) has entered into a Memorandum of Understanding (MOU) with the University of Wyoming (UW). The purpose of this MOU is to collaborate with the Wyoming School Districts through the use of a nationally recognized assessment expert to facilitate development of district assessments that will support the implementation of the common core standards at the secondary level. The work will be guided by a Steering Committee with representation from Wyoming school districts, UW, and WDE. To provide representation from the districts, we are requesting each superintendent provide two nominations for consideration.

The two nominations should include one leader from within your district and one leader from another district. The nominations may include curriculum directors or other individuals who demonstrate strong leadership. We will compile all nominations and select the top 6-8 leaders and request their service on the Steering Committee. The first task of the Steering Committee will be to review and approve the Request for Proposal (RFP) for the assessment expert.

WDE would like to have all nominations received by November 27, 2012 by the close of business. We will compile the nominations and notify the top 6-8 individuals by November 30, 2012. If you have any questions, please feel free to contact Shelly Andrews at 307-777-3781 or email shelly.andrews@wyo.gov. Thank you for your participation in this important process.

SA:rg